

SUBJECT: Hurricane "Katrina" relief volunteers guidance

The Secretary has authorized Department of Commerce employees to volunteer for a detail in support for the relief effort in the Southern Gulf Region. Volunteers must e-mail the Office of Human Resources Management (OHRM) at volunteer@doc.gov. Once notified, OHRM will forward your contact information to FEMA. If you are selected for a field assignment, you will be contacted directly by FEMA with instructions on when to report for training.

In order to volunteer, you must 1) be a Government employee; 2) possess supervisory approval; 3) obtain a Citibank Government travel card. Upon approval by FEMA, DOC volunteers will use the following guidance to prepare for this detail:

Travel Authorizations: The employing agency, **not FEMA**, will prepare a limited open travel authorization that states "travel and transportation expenses will be reimbursed by FEMA". Travel authorizations should include:

- 1) a statement that shows it's a limited open authorization, not to exceed 30 days;
- 2) costs for a one-way ticket to FEMA's Long Term Recovery Office (FLTRO) in Orlando, FL;
- 3) actual subsistence not to exceed 150% of per diem for several days at FEMA's FLTRO in Orlando, FL;
- 4) compact size rental car in and around Orlando, FL;
- 5) actual subsistence not to exceed 150% of per diem for the follow on assignment location. Note: Since volunteers will not know their assignment location until they get to the FLTRO, travel authorizations should show Southern Gulf Region, i.e., Texas, Louisiana, Mississippi, Alabama, and Florida. Per diem should be based on deployment to New Orleans, LA which is \$109.00 lodging and \$47.00 M&IE. However, if the volunteer is assigned to a location other than New Orleans, LA, they will be reimbursed based on the location of their assignment.

Payment Method: All travel, including expenses to the assignment location, will be charged to the volunteer's Citibank Government travel card.

Travel Vouchers: Volunteers should submit travel vouchers to their servicing NOAA finance office every two weeks. If the length of assignment is known, travelers should estimate how many travel vouchers will potentially be submitted and number each submission appropriately (i.e. 1 of 4). Traveler shall annotate the last voucher with "Final Voucher". This communicates to finance that the original authorization allocation can be closed.

Reimbursable Travel Expenses: FEMA will provide a hard copy “Mission Assignment, OMB NO 3067-0278”, as well as a “FEMA Official Travel Authorization, FEMA Form 60-2” with funding codes so that travel expenses can be reimbursed later, once volunteers are placed into the FEMA system.

Reimbursable Project: Each Line Office (LO) Financial Management Center (FMC) should establish a special reimbursable project. It should be a sales fixed fee type in FC 07 and billed to FEMA as needed. Each LO FMC will need to designate a coordinator to gather copies of travel vouchers and work with their servicing finance contact on billings. The LO FMC coordinators will also need to insure that the vouchers/backup and grand total summaries are correct.

Arranging Travel: Volunteers will utilize SATO when arranging travel to the FLTRO. After training and once field assignments are determined, FEMA will utilize their travel service provider (1-800-537-1064) to arrange transportation from Orlando to the volunteers’ field location.

FLTRO: Starting Monday, September 12, 2005, all pre-deployment training will be conducted in FEMA’s Long Term Recovery Office (FLTRO), in Orlando Florida. FLTRO’s Address: 100 Sun Port Lane, Orlando FL, 32809; Telephone: 407-858-2000

Airport: Orlando International is the only major airport within driving distance (15 miles; travel time approximately 30 minutes)

Lodging:

Hotel	Location	Phone #
AmeriSuites	Augusta Drive	407-240-3939
AmeriSuites	I-Drive	407-370-4720
Embassy Suites	Airport	407-888-9339
Fairfield Inn		407-888-2666
Fairfield Inn	Universal	404-345-9073
Fairfield Inn	Buena Vista	407-938-9001
Florida Mall Hotel		407-859-1500
Hampton Inn		407-888-2995
Hampton Inn	SOBT	407-859-4100
Hawthorn suites	Seaworld	407-351-6600
Hawthorn suites	Universal	407-581-2151
Hawthorn suites	Downtown	407-597-5000
Hawthorn suites	Airport	407-438-2121
Hilton Grand Vacation		407-239-0100
Holiday Inn		407-851-6400
Homestead Suites		407-829-2332
Homewood Suites		407-328-0067
Hyatt		407-825-1234
Marriott	Downtown	407-843-6664
Marriott	Courtyard	407351-2244
Marriott	Airport	407-851-9000
Marriott	Grand Lakes	407-206-2300
Peabody Orlando		407-352-4000
Residence Inn	Airport/Universal	407-226-0288
Residence Inn	Buena Vista	407-465-0075
Residence Inn	Seaworld	407-313-3600
Sheraton		407-240-5555
Sheridan Suites		407-240-5555
Springhill Suites	Universal	407-345-9073
Wyndham		407-351-2420

Packing for Deployment: If you have these items at home, bringing them will save you buying them later in Orlando. Most of these items are **recommended** if you are doing work in the disaster area, such as community relations or outreach.

1. Personal clothing for hot, humid weather to include hiking socks and sturdy shoes/boots (especially if you will be doing community relations work).
2. Personal hygiene/toiletry items (limited supplies in the disaster areas)
3. Extra supply of prescription eyeglasses/contacts/sunglasses
4. Personal prescription medications/vitamins
5. Inoculations record – especially tetanus
6. Back pack
7. Whistle – communication in field
8. Flashlight with batteries (take extra batteries)
9. Hat for sun protection
10. Insect repellent (containing DEET or Picaridin)
11. Sun screen – at least SPF 30
12. Multi-purpose knife/tool (put in check-in luggage)
13. Light weight Rain gear
14. Cell Phone (with car charging adapter) and/or calling card
15. Emergency contact information
16. Soap, liquid, anti-bacterial and Hand Sanitizer and wet wipes
17. Lip balm with sunscreen protection
18. Snacks such as nutrition bars, crackers, etc.

Please see http://ohrm.os.doc.gov/static/PROD01_001098.pdf for additional information.